

051258  
5 December 1958

Chief, Supply Division

Chief, Machine Records Division

## Review of Operations (MACHINE RECORDS DIVISION)

1. For the purpose of determining necessary reports, revisions to existing reports, and the priority of processing these reports in Machine Records Division, it is requested that an employee of your division be appointed as a co-ordinator. In order to better satisfy the requirements of the Supply Division, the person selected should have a general knowledge of machine accounting, and be thoroughly familiar with the processes and needs of your organization.

2. The immediate need is to prepare the calendar year 1959 schedule of the recurring jobs. For the last several years Machine Records Division has prepared these schedules and co-ordinated them with the various components of Supply Division. The schedules were then submitted to the Chief of Supply Division for his signature as originator and returned to Machine Records Division for concurrence. The following points effecting Machine Records Division should be considered:

- a. holidays immediately following the normal cut-off dates,
- b. additional time for re-valuation of stock, and for any other jobs due at time of cut-off,
- c. where possible, to schedule large jobs so they do not fall in the same months,
- d. adherence to scheduled receipt of source documents in Machine Records Division, and
- e. where possible, to prevent conflict with pay-roll cut-offs.

3. It is also requested that the month-end cut-off be studied for possible revision. The month-end supply cut-off is one of the main causes of overtime in Machine Records Division. This is because there are only ten regular hours available from the time the last documents are received from Logistics (Thursday 3:00 P. M. ) until the status report is due in Logistics (Monday 8:30 A. M. ). It is necessary for Machine Records to work approximately 48 hours overtime to meet this schedule. By submitting the documents to Machine Records a day earlier (Wednesday 3:00 P. M. ) a savings of approximately 24 hours O/T would be realized. Postponing the status "due-date" would not serve this purpose since the supply cut-off already conflicts with financial reporting dates.

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